

GO Quick Guide

1. Connecting to PST Files in GO

This document provides instruction for Global OpenNet (GO) users on “Connecting to PST Files” while in GO. (A PST file is a Personal Folder file—.pst—in Outlook.)

- First, you must follow system setup procedures by connecting to the [GO Home Page](#). For detailed procedures for set up and log in to the GO system, see [GO User Guide for Mac](#), or [GO User Guide for Windows](#), depending on which OS you are using.
- Once you are set up on GO, and you have used your RSA token passcode to login to GO, from within GO use the following procedures for connecting to PST files in Outlook.

1.1. Connecting to a PST File in GO

In order to connect to a PST file, which is a Personal Folder file (.pst) in Outlook, you should have available the **path** to your **Network folder** *and* the **location** of your **PST files**. The path to your Network folder may be needed if it was not automatically mapped when accessing GO.

***NOTE:** Refer to “[Quick Guide – Mapping a Network Drive in GO](#)” for information on obtaining the drive/network folder path required, which can be obtained using your office Desktop computer. Otherwise contact your system administrator.*

Procedure

1. From your “GO Desktop” launch **Microsoft Outlook**.
2. **Click** on **Tools** then scroll down and **click** on **Account Setting**.
3. From the **Account Settings** dialog box, **click** on the **Data Files** tab and **click** on “Add...”.
4. **Highlight** the “Office Outlook Personal Folders Files (.pst)” and **click OK** to continue.
5. A “Restrictions” warning box may appear at this point. **Ignore** this **warning**, just **click OK**. *(If the “Restrictions” box displays again at any point, always ignore and click OK.)*
6. To select an existing PST file from your home drive, scroll down and select your mapped home drive on the left side of the panel. Once your drive is selected, you can see all of your files on the right side of the panel. **Highlight** and **select** your **PST file** and **click OK**.

***NOTE:** If you do not see your PST file, see “[Quick Guide – Mapping a Network Drive in GO](#)” and follow the steps to map your Network folder. Then continue with this Step 6.*

7. **Click OK** again to accept this PST file. And finally, **click Close** to exit.
8. **Click Add** again if you want to **add an additional PST file**, or **click Close** to go back to Outlook.
9. You should now **see your mapped PST file** in the **Mail Folders** in Outlook on the **left panel**.